

2/13/2014

To Do items from January meeting:

1. Ask teams how they would feel about getting rid of the list of Task Note headers and use Customized only (it was shared that about 80% of task notes use the Customized feature) –

Workgroup members

Response: Most members of the committee reported that their teams create their own headings most of the time but there were some of the standard ones they did use. Comments that the list is too long as one reason staff create their own.

It was suggested to use Survey Monkey to survey staff about the task note headers. Suggested survey questions:

- Which task note headers do you use the most (display the list for staff to mark)?
- What headers would you like added to a standard list?
- Would you prefer to have a list to choose from or no list at all and create your own heading?

Cheryl will put this on the QE2 change committee agenda.

2. Survey Monkey for training evaluations – like/dislike -

Workgroup members

Response: team members liked the on-line evaluations

3. Ask Tibor to set up a Associate Workgroup Wiki – **Cheryl Ferree Done**

4. Faxing from our computers – **Cheryl Ferree**

Response: Discussed with Tibor and he and the Data team will be working on setting this up.

5. Training on correct way to enter client addresses and provider addresses (discussion with the group indicated that many would like updated information on correct address placement the necessity of zip plus 4) – **Cheryl Ferree**

Response: Talked with Cinda and she asked that we wait as they are making some changes to the address section on QE2.

February Discussion items:

QE2

1. When reopening cases from the Employment Program could the work history come over from the closed case to the new case?
2. If a case is being reopened and the closure is no older than 6 months old could QE2 bring over the IPE Data Entry screens (minus the job goal screen) into the newly reopened case.

Cheryl will put these two suggestions on the QE2 Change Committee.

Sheri Bock from Columbus asked for and received input on how other teams handle authorizations.

A couple of staff reported continuing problems when reopening a terminated case with the phone numbers not updating but others reported it was working properly. The couple who reported issues decided maybe they hadn't had to reopen one recently and so maybe now the issue is resolved. They will let me know if it is not.

Melissa asked why the Next Steps form is a 3 part form? Cheryl will look into why this is.

From the first meeting the idea of electronic case files was discussed. Cheryl discussed this with Mark and the QE2 Change Committee and everyone is in favor of this idea. It was agreed that within the next year we would like to move to casefiles being completely electronic. There are several technological issues to be resolved before this can happen:

1. Make sure scanning from copiers is available in each office
2. Implement faxing from staff computers
3. Software upgrade to QE2